

Getting Started: Workday Mobile

WORKDAY MOBILE

INSTALL WORKDAY ON IPHONE

To install Workday on your iPhone:

1. Navigate to the **App Store**
2. Enter **Workday** in the search field and select **Workday** from the search results.
3. Tap Get > Install
4. Tap **Open** once the app has downloaded
5. Tap the boxes next to **Accept Privacy Policy & Accept Terms and Conditions**
6. Tap **Let's Get Started**
7. When asked for your organization type - **iowadot**
8. Tap the blue forward arrow.
9. Enter your Microsoft office 365 **username** and **password** and tap **Sign In**.

INSTALL WORKDAY ON IPAD

To install Workday on your iPad:

1. Navigate to the **App Store**
 1. Enter **Workday** in the search field and select **Workday** from the search results.
 2. Tap Get > Install
 3. Tap **Open** once the app has downloaded
 4. Tap the boxes next to **Accept Privacy Policy & Accept Terms and Conditions**

5. Tap **Let's Get Started**
6. When asked for your organization type - **iowadot**
7. Tap the blue forward arrow.
8. Enter your Microsoft office 365 **username** and **password** and tap **Sign In**.
9. your Microsoft office 365 **username** and **password** and tap **Sign In**.

INSTALL WORKDAY ON ANDROID

To install Workday on your Android device:

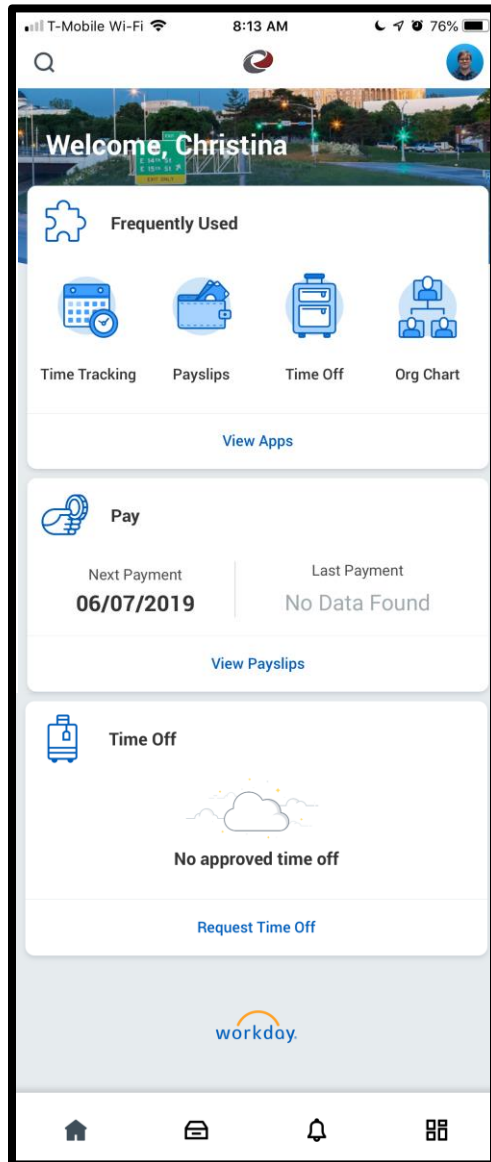
1. Navigate to the Google Play Store
 1. Tap **Search** and enter **Workday**.
 2. Tap **Install** and accept the application permissions.
 3. Tap **Open** to launch the **Workday** app.
 4. Tap **Open** once the app has downloaded
 5. Tap the boxes next to **Accept Privacy Policy & Accept Terms and Conditions**
 6. Tap **Let's Get Started**
 7. When asked for your organization type - **iowadot**
 8. Tap the blue forward arrow.
 9. Enter your Microsoft office 365 **username** and **password** and tap **Sign In**.

HOME PAGE

Workday mobile is a great tool for basic self-service tasks. You can enter time, request time off, view payslips, and create expense reports. You will also be able to view inbox items and complete approvals.

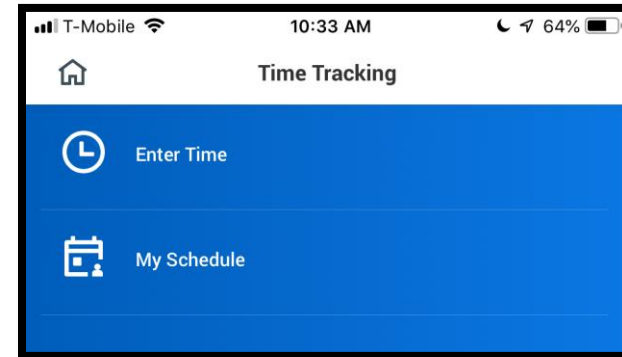
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1. Tap the **Workday** icon on your device. You will be brought to the main screen. Here you will see your most frequently used tasks, pay information, and time off. You can also access your inbox on the bottom bar of the homepage.

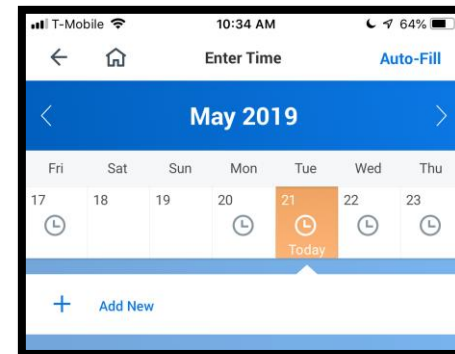


TIME TRACKING

1. When you tap **Time Tracking** and you will be taken to the screen where you can enter time or view your schedule.



2. Tap on **Enter Time** to be taken to your weekly calendar where you can enter time or submit your time sheet. Begin by clicking on the day you want to enter time for and click **Add New**.



3. The enter time screen will look very similar to the one on the computer and you enter your **Time Type**, **Hours**, and **Function Code** (plus any additional areas that are required for your area)

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Cancel OK

05/21/2019

Enter Time

Time Type *

Worked Hours

Hours *

8

Details

Location

Work Identification

Function *

010 Administration

Comment

4. Tap Ok

5. You will now see your time on your time entry calendar.

Enter Time Auto-Fill

May 2019

Fri Sat Sun Mon Tue Wed Thu

17 18 19 20 21 22 23

8 Today

+ Add New

Worked Hours 8 Hours

6. You can also **Auto-Fill** from prior week if your time is the same. If you use this feature it will overwrite any existing time blocks you may have already completed.

Cancel Next

Auto-fill from Prior Week

Additional Information

WARNING: Time Blocks exist for the week of 05/17/2019 - 05/23/2019. If you auto-fill time blocks into this week, they will overwrite the existing time blocks.

Remove

Add

Worker

Christina Jewell (03872)

Start Date

05/17/2019

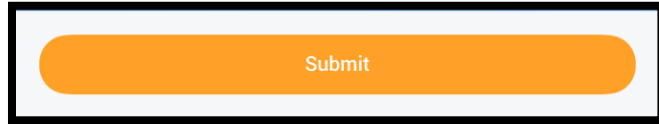
End Date

05/23/2019

Select Week *

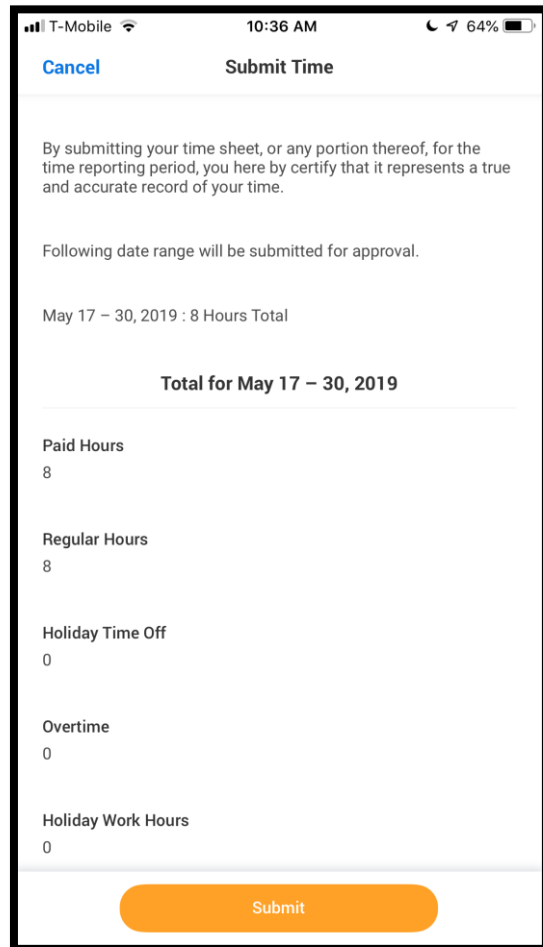
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7. Finally after you are done adding time for the week you can click



this will take

you to a review of your time where you will be able to review your entries one last time before actually submitting it.

A screenshot of the "Submit Time" screen in the Workday Mobile app. The screen displays a summary of time entries for the period May 17 - 30, 2019. It includes fields for Paid Hours (8), Regular Hours (8), Holiday Time Off (0), Overtime (0), and Holiday Work Hours (0). A large orange "Submit" button is at the bottom.

Cancel Submit Time

By submitting your time sheet, or any portion thereof, for the time reporting period, you hereby certify that it represents a true and accurate record of your time.

Following date range will be submitted for approval.

May 17 - 30, 2019 : 8 Hours Total

Total for May 17 - 30, 2019

Paid Hours
8

Regular Hours
8

Holiday Time Off
0

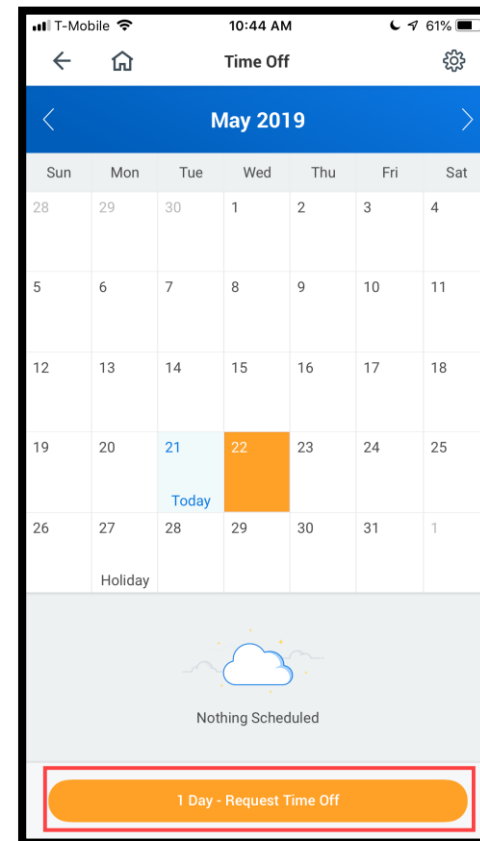
Overtime
0

Holiday Work Hours
0

Submit

TIME OFF

1. Tap Time Off
2. On the first screen you will see your balances. Remember your balances **do not** change until after the time off has happened.
3. Tap **Request Time Off** to view your absence calendar and request days off.
4. Tap on the day(s) you want off and then tap the **Request Time Off** button at the bottom.

A screenshot of the "Time Off" screen in the Workday Mobile app. It shows a calendar for May 2019 with a date picker at the top. The calendar grid shows days from 28 to 31. A date is selected, and a large orange button at the bottom says "1 Day - Request Time Off".

Time Off

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Today	22	23	24	25
26	27	28	29	30	31	1
Holiday						

Nothing Scheduled

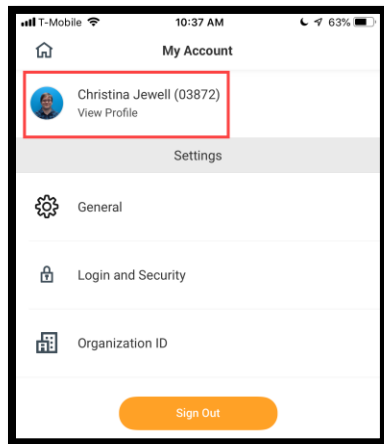
1 Day - Request Time Off

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5. Fill out all required fields

YOUR PROFILE

1. Tap your Profile Picture
2. Tap View Profile



3. Here you will find more information about yourself, your job, and your team. You can tap on any of the other categories to get more information.

